



Job Opportunity

State Controller's Office

Position: Staff Services Manager II (Specialist) - Permanent Appointment, Full-time

Statewide

Location: Personnel/Payroll Services Division
710 Riverpoint Court, Suite 150, West Sacramento, CA 95605

Issue Date: May 1, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Natlaya Kulagina, (916) 375-6032

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-4801-016

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of a Manager, Business Functional Team (Staff Services Manager III), the Testing Manager has primary responsibility for leading the planning, development and completion of testing strategies and efforts for the new human resource management system (HRMS). The new HRMS will replace the State's existing employment history, leave accounting, position management and payroll systems. The Testing Manager will utilize communication and negotiation skills to communicate testing objectives and resolve issues and problems, listening skills to understand objections and roadblocks and to resolve issues, and effective leadership and organizational skills to manage and control testing processes across project development and testing teams. The Testing Manager will function as a high-level subject matter expert in planning, developing and implementing testing methodologies, with full management authority in establishing direction for testing efforts on behalf of the project.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties and responsibilities include but are not limited to the following:

- Direct project and contract staff in the planning and development of all phases of the 21st Century Project Testing Strategy.
- Coordinate and direct the development of comprehensive testing strategies, tools and processes. Communicate testing objectives to project testing staff and department testing participants.
- Design and create test cases and scenarios for execution by project testing staff. Coordinate the test execution and documentation of test results. Ensure continuous improvements to testing methodologies, processes and tools.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Participate in activities relating to the development of the project schedule for testing activities. Monitor project schedules against project plans, report progress and issues, and recommend corrective action when necessary. Implement best practice processes and techniques and quality standards where appropriate.
- Meet regularly with the Manager, Functional Business Team and senior project management staff to provide status, input and recommendations for project priorities, including changes to scope, and sensitive policy and legal issues.
- Develop written communications, including letters, memorandums, etc. Provide updates to project leadership regarding any and all aspects of testing.

Desirable Attributes, Experience and Qualifications

- Excellent communications skills;
- Excellent organization and research skills with attention to detail;
- Knowledge of project work;
- Ability to assess issues and make recommendations about the best possible solution(s);
- High degree of initiative and ability to work in a team setting;
- Experience with system testing;
- Experience developing test plans, schedules and strategies; and
- High degree of initiative.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

710 Riverpoint Court, Suite 150

West Sacramento, CA 95605

Attn: Natalya Kulagina